

22 April 1963

MEMORANDUM FOR THE RECORD

SUBJECT: Paragraph 10 of  of 3 April 1963

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1. The underlined sentence of subject paragraph which reads, "Consequently, papers should not be handcarried to any individual in the Director's Office but should be taken directly to the Executive Registry" has raised some questions of practicality under extremely sensitive or extremely urgent conditions and, on occasions, outside of normal working hours.
2. The purpose of this sentence is to ensure that the Director, the Deputy Director, and the Executive Director are kept fully and mutually informed and, insofar as practical, concurrently informed of Agency actions, and that appropriate logging and security control is exercised over correspondence routed to the Office of the Director.
3. Correspondence for the Director that has such a high degree of urgency that it cannot be initially logged in the Executive Registry may be given directly to the appropriate officer concerned without an Executive Registry stamp. A carbon copy of such correspondence will be left at the Executive Registry for numbering and logging. The Executive Registry will be responsible for recapturing the original document and executing proper logging of it to conform to the carbon already available. As soon as the document has served its immediate purpose to the Director, it should acquire Executive Registry logging even though it is to be retained in the Director's immediate office.
4. Correspondence of such an extremely sensitive nature that its contents must be known only to the Director, Deputy Director, and Executive Director (and this type correspondence will be of a very rare sensitivity) may be handcarried directly to the appropriate officials listed above. Such correspondence normally will be

CONFIDENTIAL

- 2 -

handcarried and will be returned to the office of origin by hand. It may also include personnel matters of an exceptionally sensitive nature which should be on an Eyes Only basis.

5. The clear intent of  is to ensure that the principal officers of the Office of the Director are fully knowledgeable of, and the Executive Registry of the Office of the Director can recapture quickly, the mass of correspondence handled in that office. The clear intent of this Memorandum for the Record is to indicate that certain exceptional conditions may warrant limited leeway in interpretation of the basic policy, in accordance with the above instructions.

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Marshall S. Carter  
Lieutenant General, USA  
Deputy Director

MSC:BLP

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This Notice Expires 1 May 1964

ORGANIZATION

[Redacted Box]  
3 April 1963

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Gen. Carter ✓

[Redacted Box]

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# ORGANIZATION OF THE OFFICE OF THE DIRECTOR

Attached is a directive concerning the organization and responsibilities of the Office of the Director.

All officials will please insure that personnel under their jurisdiction are familiar with the contents of this Notice. Additional copies are available in Regulations Control Staff, DD/S, Room GD-15.

[Redacted Box]

Marshall S. Carter  
Lieutenant General, USA  
Deputy Director

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Next 8 Page(s) In Document Exempt

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